

Maurita Johnson, Deputy Director**Authorized signature****Number:** CW-IM-13-001**Issue date:** 4/23/13**Topic:** Permanency**Subject:** Adoption and Guardianship**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County DD Program Managers     |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities       | <input type="checkbox"/> Health Services                |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify):        |

**Message:****Guardianship and Adoption Forms**

Following is a list of recently revised forms pertaining to guardianship and adoption assistance and permanency planning.

Please delete all prior electronic versions of these forms and only use the current forms from the DHS Forms Directory. Listed below are the form names, numbers, descriptions, and links:

**Letter to the Court on the Suitability of a Proposed Guardian (CE0972)**

<https://apps.state.or.us/Forms/Served/ce0972.doc>

This form is intended to satisfy the statutory requirement that the Department provide to the court a report of suitability of a proposed guardian for a child in Department custody. It is completed by the caseworker and submitted to the Department of Justice attorney for filing along with the guardianship petition.

**Guardianship Assistance Early Review Checklist (CE0958)**

<https://apps.state.or.us/Forms/Served/ce0958.doc>

This form is a checklist verifying that the requirements for an early review of guardianship assistance have been met. The form is completed by a caseworker and submitted to central office to request the initiation of the early review of guardianship assistance. The caseworker should complete this form and make the request for an

early review of guardianship assistance when there are concerns that finances of the potential guardian may be a barrier to finalizing a plan of guardianship.

### **Adoption Assistance Handbook (CE9050)**

<https://apps.state.or.us/Forms/Served/de9050.pdf>

This form is designed to provide pre-adoptive and adoptive families information about the adoption assistance program. It can be used as a tool for caseworkers and adoption workers to support pre-adoptive families as they become familiar with the adoption assistance program. It also offers information about the adoption assistance process which can be helpful for caseworkers, adoption workers, and potential adoptive families.

### **Adoption Assistance Early Review Checklist (CE0451)**

<https://apps.state.or.us/Forms/Served/ce0451.doc>

This form is a checklist verifying that the requirements for an early review of adoption assistance have been met. The form is completed by a caseworker and submitted to central office to request the initiation of the early review of adoption assistance. The caseworker should complete this form and make the request for an early review of adoption assistance when there are concerns that finances of the potential adoptive parent may be a barrier to finalizing a plan of adoption.

*If you have any questions about this information, contact:*

|                    |  |             |               |
|--------------------|--|-------------|---------------|
| <b>Contact(s):</b> | Kathy Prouty, Permanency Program Manager<br>Gail Shelle, Assistant Permanency Program Manager<br>Carla Crane, Post Adoption Program Manager  |             |               |
| <b>Phone:</b>      | (503)947-5358<br>(503)945-5997<br>(503)945-5998  | <b>Fax:</b> | (503)945-6633 |
| <b>Email:</b>      | <a href="mailto:kathy.prouty@state.or.us">kathy.prouty@state.or.us</a><br><a href="mailto:gail.a.schelle@state.or.us">gail.a.schelle@state.or.us</a><br><a href="mailto:carla.crane@state.or.us">carla.crane@state.or.us</a> |             |               |